

Proposal Submission Instructions:

Proposers must complete the following, one time steps, before submitting proposals on Grants.gov (these steps are also detailed at www.grants.gov/applicants/get_registered.jsp):

- Proposers must obtain a DUNS number
- Proposers must register their organization in the Central Contractor Registration (CCR) (<https://www.bpn.gov/CCRSearch/Search.aspx>)
- Proposers must obtain a user name and password with an E-Authentication provider
- Proposers must register the Authorized Organization Representative (AOR) in Grants.gov
- Proposers must have the organization's E-BIZ point of contact authorize the AOR to submit applications.

Use the Grants.gov Organization Registration Checklist at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf which will provide guidance through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called 'MPIN' are important steps in the CCR registration process. Applicants who are not registered with CCR and Grants.gov should allow at least 21 days to complete these requirements. The process should be started as soon as possible. Any questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants", and then select "Download Application Package". Enter the CFDA (for SSC Pacific, the CFDA is 12.335) for the respective agency to which you are directing the application and the Broad Agency Announcement number (BAA N66001-12-X-2002). Application packages should be directed to the administrative point of contact identified herein.

Proposals submitted through Grants.gov shall use the mandatory Grants.gov form(s) from the application package template associated with the BAA on the Grants.gov website. Offerors are to complete the SF 424 Research and Related Form (R&R). Complete all the required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (icon with the pointer and question mark at the top of the form). Offerors are to complete the mandatory forms in accordance with the instructions on the forms, additional information can be found through the application user guide found at Grants.gov. The use of the optional forms from the application package template associated with the BAA is highly encouraged. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

Please note that the Technical Volume (and Supplemental Information Volume if applicable) should be submitted as an attachment to the SF 424 rather than being inserted into Block 7, Project Narrative. Block 7 should be completed with a statement that the Technical Volume (and Supplemental Information Volume if applicable) is attached. To attach the Technical Volume (and Supplemental Information Volume if applicable), open the Attachment Form in the Optional Documents box of the application package, scroll down to the Attachment page, and follow the instructions.

By completing Block 17 of the Grant Applicant, the offeror is providing the certification on lobbying required by 32 CFR Part 28.